

King, Valerie A.

From: King, Valerie A.
Sent: Thursday, November 29, 2001 10:22 AM
To: Dempsey, Ruth
Subject: RE: Resource allocation - basis for man-hours?

Dear Ruth:

We had asked to get all of the resource information in hours so that we could better account for the differences in total available hours at each location (since it varies with standard hours of work and holidays/vacation). I am realizing, however, that this approach has some inherent flaws.

In the US at least, the conventional workweek is 40 hours (8 hours/day). So someone working on a project 1 day a month would allocate around 100 hours to that project. Total number of available hours for project leaders ranges between 1600 and 1800 depending on non-project commitments. I think being conservative is probably better. I would recommend 1600 hours as the basis for total number of hours available for US project leaders.

I've asked INBIFO to provide me a number they think is reasonable for their project leaders. What number are you using for the Neuchatel project leaders?

-Valerie

-----Original Message-----

From: Dempsey, Ruth
Sent: Thursday, November 29, 2001 7:20 AM
To: King, Valerie A.
Cc: Gygax, Jill
Subject: Resource allocation - basis for man-hours?

Valerie,

Do you have any guidance as to how one goes about establishing resource distribution by hours? I am now receiving all the project sheets which have some time scheduled for the group in international and have no idea how I go about translating the hours scheduled with those available?

Any insight on how I can get from "hours" to percentage would be greatly appreciated!

with many thanks,

Ruth

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